



UNITED STATES ARMY STUDENT DETACHMENT

CPT CHARLES V. BUIE

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AGENDA



- **INTRODUCTION**
- **MISSION**
- **STUDENT COMPOSITION**
- **POINTS OF CONTACT**
- **ADDITIONAL INFORMATION(Share Point)**
- **CONCLUSION**



MISSION



The US Army Student Detachment provides command, control, and administrative support to students participating in all Advanced Civil Education programs, to include:

- **Active-Duty Green-to-Gold Option**
- **Degree Completion Program (DCP)**
- **Fellowships & Scholars**
- **Foreign Area Officers In-Country Training**
- **Funded Legal Education Program (FLEP)**
- **Graduate & Doctorate Program**
- **Joint and International Service Schools**
- **Training with Industry (TWI)**

Consisting of more than 2,000 Soldiers worldwide, our priority is to receive and process students in an efficient and expedient manner. To achieve success, we work as a team, not as individual Soldiers or Civilians. Our focus is to care for Soldiers and their families and assist in setting the conditions for successful tours of study.



USASD COMPOSITION



Officer: 1654

Warrant Officer: 38

Enlisted: 357

OCONUS: 195

CONUS: 1854

*** Students in over 350 Universities, Service Schools, and Industry Locations**

*** Located in over 43 Countries Worldwide**

AK-7	MD-39	MA-39
HI-45	NH-1	OS-173
CT-7	NJ-17	
DC-150	RI-77	
DE-2	VT- 2	



WHAT THE USASD DOES FOR YOU

COMMAND AND CONTROL

- PERSONNEL ACCOUNTABILITY AND REPORTING
- UCMJ/ADMINISTRATIVE ACTIONS
- ARMY WEIGHT CONTROL PROGRAM
- SOLDIER AND FAMILY WELLNESS
- MEDPROS ADMINISTRATION

ADMINISTRATIVE ACTIONS SUPPORT

- AWARDS & DECORATIONS
- ORDERS PROCESSING
- LEAVE / PASS FORMS
- EFMP ENROLLMENT AND VERIFICATION
- TRI CARE ENROLLMENT
- MEDPROS UPDATES
- PROMOTIONS AND PROMOTION WAIVERS
- EMILPO
- SECURITY CLEARANCES
- STUDENT TRAVEL
- STUDENT LIAISON APPT
- SGLI

FINANCE ACTIONS

- FLPP PAY
- BAH CERTIFICATION
- ADVANCE PAY
- FAMILY SEPARATION PAY
- TRAVEL VOUCHERS
- LEAVE ADJUSTMENTS
- EMPLOYMENT VERIFICATION
- HOUSING ALLOWANCES
- OCONUS ALLOWANCES
- GOVERNMENT TRAVEL CARD ENROLLMENT/MANAGEMENT
- PAY INQUIRIES
- CHANGE OF LEGAL RESIDENCE

TRAINING MANAGEMENT

- PAI
- APFT
- ANNUAL TRAINING REQUIREMENTS
- DTMS RECORDS MANAGEMENT
- SPECIAL PROJECTS



LEAVE POLICY



- DA Form 31 is required for leave
- DA Form 31 is required if Soldiers travels outside of 250 miles from duty location
- Submit DA Form 31 via mail, fax or email
- CONUS leave request in excess of 30 days, must be received by USASD at least 30 days prior, less than 30 days, 10 days prior
- OCONUS leave request must be submitted no less than 45 day prior (see Policy Letter number 8 for more details)
- Anytime a Soldier is away for duty location they will be on pass, leave, TDY or PTDY status



ARMY PHYSICAL FITNESS TRAINING



- Student must submit a record AFPT card bi-annually to USASD
- Submit record AFPT cards during April and September PAI
- Soldier who are not near a military installation may have an option to obtain a free YMCA membership
- Failure to meet APFT standards will result in personnel flag action
- Report to your next duty station in satisfactory physical condition, able to pass the APFT, and within height/weight standards IAW AR 600-9



POINTS OF CONTACT



- **OFFICE MANAGER**

MRS. BRENDA SINGLETON 803-751-5540

EMAIL: BRENDA.P.SINGLETON@CONUS.ARMY.MIL

- **PROGRAM MANAGERS/HR TEAM LEADERS**

NCOIC: SFC JERRY W. HOLCOMB 803-751-5516

EMAIL: JERRRY.W.HOLCOMB.MIL@MAIL.MIL

A-J Team Chief: SSG WILLIAM SMITH 803-751-7689

EMAIL: WILLIAM.T.SMITH5@CONUS.ARMY.MIL

K-Z Team Chief: SSG TONYA Y. ROBERTSON 803-751-5382

EMAIL: TONYA.Y.ROBERTSON.MIL@MAIL.MIL

- **IN-PROCESSING QUESTION/INQUIRIES**

A-J : MR. ROBERT A. GENOVESE 803-751-5390

EMAIL: ROBERT.A.GENOVESE.CIV@MAIL.MIL

K-T : SGT CORY THOMAS 803-751-6504

EMAIL: CORY.THOMAS8.MIL@MAIL.MIL

U-Z : MR. LOVELL SAMPLE 803-751-5381

EMAIL: LOVELL.SAMPLE.CIV@MAIL.MIL

- **FINANCE SERVICE SUPPORT QUESTION/INQUIRES**

NCOIC: SSG KAYNE JOSEPH 803-751-4340

EMAIL: KAYNE.JOSEPH.MIL@MAIL.MIL

A-J: MS. DEBORAH A. SMALLS 803-751-5564

EMAIL: DEBORAH.A.SMALLS.CIV@MAIL.MIL

K-T: CPL MEGAN M. NICHOLS

EMAIL: MEGAN.M.NICHOLS.MIL@MAIL.MIL



IN PROCESSING WEB INFORMATION



- USASD WEBSITE:
 - <http://www.jackson.army.mil/sites/school/pages/110/WELCOME>
- USASD SharePoint WEBSITE:
 - <https://ako.tkeportal.army.mil/sites/usasd>



USASD Website



US Army Student Detachment>US Army Student Detachment>Welcome - Windows Internet Explorer

http://www.jackson.army.mil/sites/usasd/

File Edit View Favorites Tools Help

US Army Student Detachment>US Army Student ...

Page Tools



US ARMY STUDENT DETACHMENT

"IRON FIST"



Home Pages Send Feedback Videos Other Sites

US Army Student Detachment Pages

Welcome

Useful Links

Contacts

About Us

FRG

News & Events

Downloads

Social

Twitter

RSS

Facebook

Podcasts

US Army Student Detachment > US Army Student Deta...



WELCOME

"Iron Fist"

TEXTBOX

Please review this website carefully before calling or e-mailing. Student Detachment has over 2,100 Students worldwide and experiences a high volume of phone calls and e-mails daily! Thank You

OFFICIAL MAIL:

US Army Student Detachment
3330 Magruder Avenue
Fort Jackson, SC 29207

FEDEX: Actual Building

US Army Student Detachment Bldg
5450 Strom Thurmond Blvd
Fort Jackson, SC 29207-5000

STUDENT INFORMATION LINKS

ATTENTION

ATTENTION !!!!!!!!!!!!!!!



The COL Promotion board date changed. The board was 6-21 AUG 2012. It is now 5-20 JUN 2012. The deadline for updating files is quickly approaching.

Be advised soldiers conducting a PPM or partial PPM will need to finalize their voucher at their nearest installation as per JFTR regulation. Information can be found at www.move.mil Exceptions will be considered on an individual basis. BE ADVISED, most tips are not reimbursable. You will not be able to claim tips to movers on your voucher. Check the regs before you file your voucher.

Done

Internet | Protected Mode: Off

100%

Sample, Lovell CIV ... Home - United Stat... US Army Student De... Microsoft PowerPoi...

3:40 PM



US ARMY STUDENT DETACHMENT

"IRON FIST"



Home Pages Send Feedback Videos Other Sites

In/Out Processing Pages

In-Processing Inform...

Out-Processing Infor...

Downloads

Social



Twitter



RSS



Facebook



Podcasts



Vimeo

US Army Student Detachment > US Army Student Deta... > In/Out Processing



IN-PROCESSING INFORMATION

"Iron Fist"

IN-PROCESSING REQUIREMENTS

The Student Detachment Cadre would like to once again congratulate you on being selected for your funded education program! We welcome you all and hope that your experience with us is just as rewarding as your academic endeavors.

Access is authorized for portal in-process no earlier than 14 days prior to the first day of class and recommended no later than 10 days after report date.

Please go to the following link to in-process:
<https://ako.tkeportal.army.mil/sites/USASD/default.aspx>

Quick Tip: Please review PCS and TDY orders in it's entirety for accuracy prior to departing losing permanent duty location.

-Log in using AKO

-then follow on screen directions to request access

Before you submit your in processing packet, ensure that you have the following documents available for your reference:

- PCS movement orders

FOREIGN AREA OFFICERS (FAO) POC

The FAO position is currently unfilled. Please see the Contact page to locate the appropriate person for your requested action.

FAO PROJECT MANAGER (OERs) / BAH WAIVERS/ OCONUS SECRETARIAL WAIVERS/ YMCA FITNESS MEMBERSHIP REQUEST/ STUDENT TRAVEL/ REFRACTIVE EYE SURGERY/ ADOPTION REIMBURSEMENT/ CLOTHING ALLOWANCE

GREEN TO GOLD POC

Mrs. Thomas 803-751-5491

By email: vivian.a.thomas2.civ@mail.mil

G2G - Cadet Command, Ft Knox, KY

Mrs. Gloria Pringle

By email: GLORIA.PRINGLE@USACC.ARMY.MIL

502-624-6937



Sign In

User name:

Password:

☐ Sign me in automatically



SharePoint



Home - United States Army Student Detachment - Windows Internet Explorer

https://cac.tkeportal.army.mil/sites/USASD/default.aspx

File Edit View Favorites Tools Help

Home - United States Army Student Detachment

United States Army Student Detachment

Welcome Sample JR, Lovell Mr CIV USA IMC... | My Site | My Links |

This Site: United States Army !

United States Army Student Detachment | Contact Us | SharePoint HelpDesk | Action Libraries Dashboard | Staff Internal Office Page | Site Actions

United States Army Student Detachment

In-Processing | PAI | Out-Processing | Personnel Actions | Finance Actions | Security | Policy Letters | Actions Repository | FAQ

My In-Processing Status:

Name	In Processing Status	Modified
To create a new item, click "New" or "Upload" above. There are no items to show in this view of the "In-Processing" document library.		

My PAI Status:

Name	Status Of PAI	Modified
To create a new item, click "New" or "Upload" above. There are no items to show in this view of the "PAI Form" document library.		

My Out-Processing Status:

Name	Status Drop Down	Modified
To create a new item, click "New" or "Upload" above. There are no items to show in this view of the "CONUS_OutProcessing" document library.		

Name	Status Drop Down	Modified
To create a new item, click "New" or "Upload" above. There are no items to show in this view of the "OCONUS_OutProcessing_A" document library.		

Name	Status	Modified
To create a new item, click "New" or "Upload" above. There are no items to show in this view of the "OCONUS_OutProcessing_U" document library.		

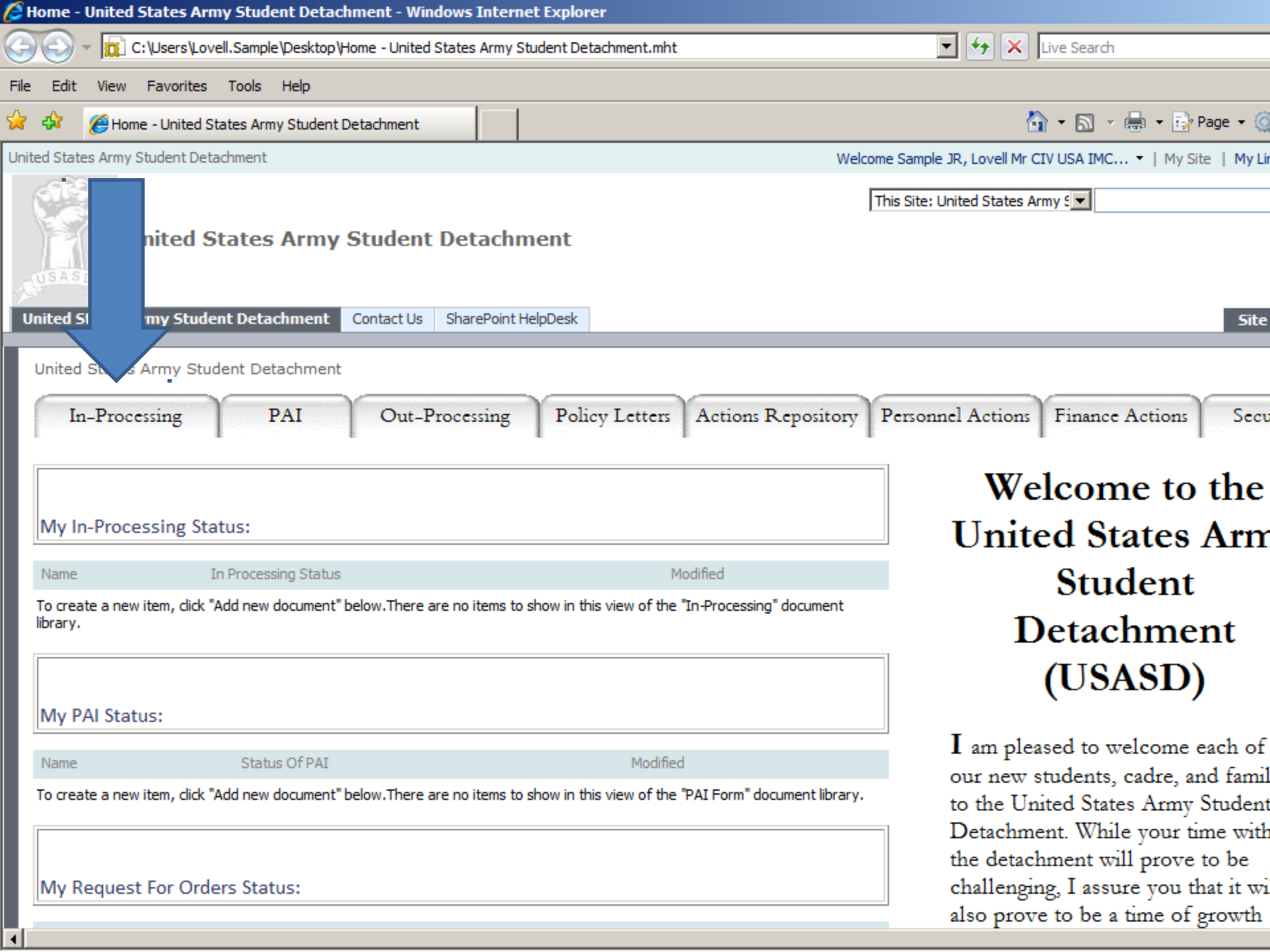
Welcome to the United States Army Student Detachment (USASD)

I am pleased to welcome each of our new students, cadre, and families to the United States Army Student Detachment. While your time with the detachment will prove to be challenging, I assure you that it will also prove to be a time of growth and opportunity as well.

I look forward to working with each of you to ensure that your time here is both successful and rewarding! I encourage you to periodically check this website throughout your tenure, as we will continuously update it with important information that will be vital to setting the conditions for success for both the staff and students alike. If you have any suggestions on how to make this site more useful to you as a student, staff, or family member please let me know.

Again, I wish you the warmest welcome to the detachment! Best wishes in your endeavors. Iron Fist!

Internet | Protected Mode: Off | 100% | 3:47 PM



United States Army Student Detachment In-Processing

Use mm/dd/yyyy format for all dates

Last Name:	Middle Initial:	First Name:	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rank:	Branch:	Date of Rank:	Date of Birth:
<input type="text" value="*Select..."/>	<input type="text" value="*Select..."/>	<input type="text"/>	<input type="text"/>
Component:	S.S.N. <i>*please use dashes*</i>	Gender:	
<input type="radio"/> RA	<input type="text"/>	<input type="radio"/> Male	
<input type="radio"/> USAR	PMOS:	<input type="radio"/> Female	
<input type="radio"/> ARNG	<input type="text"/>		
Address 1:			
<input type="text"/>			
Address 2:			
<input type="text"/>			
City:	State:	Zip/Postal Code:	Country:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone: XXX-XXX-XXXX		Alt. Phone: XXX-XXX-XXXX	
<input type="text"/>		<input type="text"/>	
AKO Email Address: <i>*@us.army.mil*</i>		Alternate Email:	
<input type="text"/>		<input type="text"/>	
Name of Emergency P.O.C.		Address of Emergency P.O.C.	
<input type="text"/>		<input type="text"/>	

SCHOOL/PROGRAM INFORMATION

Use mm/dd/yyyy format for all dates

Program:

*

Report Date:

*

UIC:

*

Grad/Completion Date:

*

School:

State of School:

*

City of School/Training:

*

Zip Code Of School:

*

Green-to-Gold ONLY! Name of Professor of Military Science:

Green-to-Gold ONLY! Email of Professor of Military Science:

Green-to-Gold ONLY! Telephone of Professor of Military Science:

Admin. INFORMATION

Use mm/dd/yyyy format for all dates

Through Date Of Last Evaluation:

*

Date Returned From Last Deployment:

*

Level Of Security Clearance:

Select...

Last APFT Date

*

Last APFT Score

*

Expiration of Clearance:

*

Height and Weight

☐ Pass

☐ Fail

If Fail - Enter Height, Weight, and Body Fat %

Height: (inches)

Weight:

Body Fat %:

Current Profile:

☐ Yes

☐ No

If Yes Is Profile Temporary or Permanent?


☐ Permanent

☐ Temporary


If Temporary Expiration Date:

In-Processing Packet Section

Download In-Processing Packet Here:

 In-Processing Packet.pdf
1.44 MB

Attach Completed In-Processing Packet Here:

 Click here to attach a file*

Remarks For Student From The Student Detachment:

Green-to-Gold ONLY! Telephone of Professor of Military Science:

Admin. INFORMATION

Use mm/dd/yyyy format for all dates

Through Date Of Last Evaluation: Date Returned From Last Deployment: Level Of Security Clearance:

* * Select...

Last APFT Date

Last APFT Score

Expiration of Clearance:

* * *

Height and Weight

☐ Pass

☐ Fail

Current Profile:

☐ Yes

☐ No

If Fail - Enter Height, Weight, and Body Fat %

Height: (inches)

Weight:

Body Fat %:

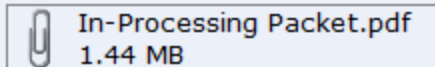
If Yes Is Profile Temporary or Permanent?

☐ Permanent ☐ Temporary

If Temporary Expiration Date:

In-Processing Packet Section

Download In-Processing Packet Here:



Attach Completed In-Processing Packet Here:

Click here to attach a file*

Remarks For Student From The Student Detachment:

This Section is for Staff Use Only



USASD CHECKLIST



United States Army Student Detachment

Student In-Processing

SOLDIER INFORMATION	
Name: DOE, JOHN	Report date: 15 JULY 2012 Grad/Completion date: 14 JULY 2013
Rank: MAJ	Program: SS Component: RA
ADMINISTRATION CHECKLIST	PACKET RECEIVED DATE:
<input type="checkbox"/> PCS Orders and Amendments	
<input type="checkbox"/> (DD 93, January 2008) Record of Emergency Data	
<input type="checkbox"/> (SGLV 8286, June 2011) Service Members' Group Life Insurance Election and Certificate	
<input type="checkbox"/> DA Form 7415 (Exceptional Family Member Program (EFMP) Query Sheet)	
<input type="checkbox"/> (DA 31, September 1993) Request and Authority for leave (with control number)	
<input type="checkbox"/> United States Army Student Detachment Policy Letter Acknowledgement	
<input type="checkbox"/> (SF 312) Classified Information Nondisclosure Agreement	
<input type="checkbox"/> Contact TRICARE to update medical coverage (see toll free numbers enclosed)	
<input type="checkbox"/> (DA 705, November 2010) Army Physical Fitness Form	



- ☐ (DA Form 5960, September 1990) Basic Housing Allowance (MANDATORY)
- ☐ (DD Form 1351-2, March 2011) Travel Voucher
- ☐ (DA 2560) Advance Pay Certificate/Authorization
- ☐ TLE (Temporary Lodging Expense) Work Sheet (with daily itemized lodging receipt)
- ☐ TLA (Temporary Lodging Allowance; (OCONUS ONLY) (with daily itemized lodging receipts)
- ☐ (DD 2367) OHA (OVERSEAS Housing Allowance; (OCONUS ONLY)
- ☐ (DD 2556) MIHA (Move In Housing Allowance; (OCONUS ONLY)
- ☐ Government Travel Card Program Statement of Understanding (CURRENT CARDHOLDER)
- ☐ Government Travel Card Program Update your Information
- ☐ Government Travel Card Application (MANDATORY IF NOT IN POSSESSION OF CARD)
- ☐ Update ADPASS (<https://adpass.army.mil>) **print out screen to show it has been update**
- ☐ **Personally Procured Move (PPM) Settlements (formally known as DITY Moves) is process for re-imbursement by your locally designated Transportation Offices (see enclosed instructions)**

For Use of Student Detachment Personnel Only

Arrival in DB date:

UIC:

Arrived in EMILPO date:

Sign-In Date:

HR ANALYST:

DATE:

PACKET FWD TO FINANCE NCOIC DATE:

DATE:

PACKET PROCESSED BY:

DATE:

PACKET FWD TO MAIN FINANCE DATE:

REMARKS:



Personally Procure Move (PPM)



• **WWW.MOVE.MIL**

OR

**CONTACT YOUR LOCAL
TRANSPORTATION OFFICE**

**(Ft Jackson Transportation office (803) 751-
5137/5138)**



QUESTIONS

